

Foothill Transit Executive Board

MINUTES

The regular meeting of the Foothill Transit Executive Board was held Friday, June 22, 2007, at the Foothill Transit Board Room, 2nd Floor, 100 South Vincent Avenue, West Covina.

President Paula Lantz, called the meeting to order at 8:09 a.m. The following members were present, constituting a quorum of the Executive Board:

Paula Lantz, President
Peggy Delach, Vice President
John Fasana
Lola Storing
Michael De La Torre

Staff and Guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Peter Papadakis, Deputy Secretary

Pledge of Allegiance

President Lantz led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MAY 15, 2007, REGULAR MEETING OF MAY 25, 2007 AND SPECIAL MEETING OF MAY 30, 2007

The special meeting minutes of May 15, 2007, the regular meeting minutes of May 25, 2007, and the special meeting minutes of May 30, 2007, were approved as submitted.

Motion:	Member Storing, seconded by Member Fasana
Vote:	Duly carried

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS:

Contractor's Operator of the Month Awards

Jim Andrews, Interim Manager, introduced and recognized the following awardee:
Lora Ford, Operator of the Month, Pomona First Transit

Jeff Moore, Transit Manager, introduced and recognized the following awardee:
Major Sullivan, Operator of the Month, Irwindale/Arcadia First Transit

Employee of the Quarter

Doran Barnes, Executive Director, introduced and recognized the following awardee:

Carl Berringer, Mechanical/Service Quality Inspector, Veolia Employee of the Quarter. Executive Director Barnes stated that Mr. Berringer has consistently demonstrated a positive attitude and demeanor. He is always pleasant and helpful to customers and fellow employees and he is always willing to go the extra mile to reach his goals.

APTA International Bus Rodeo

George Karbowski, Director of Operations & Maintenance, reported that on Monday, May 7, 2007, the Foothill Transit Rodeo Team competed in the International Rodeo Competition in Nashville Tennessee. Although they did not win the competition, they finished 22nd in the nation overall.

Special Presentation to Wil Briesemeister

On behalf of Foothill Transit, Executive Director Barnes formally thanked Former Board President Wil Briesemeister for his service to Foothill Transit and presented him a commendation.

CONSENT CALENDAR:

The Executive Board adopted Consent Calendar agenda items 7-11.

Motion: Member Fasana, seconded by Member Delach
Vote: Unanimously carried

REGULAR AGENDA:

SILVER STREAK REPORT

Rahul Kumar, Director of Planning, reported that Silver Streak was launched on

Sunday, March 18, 2007. The route was designed to revolutionize public transit in the San Gabriel/Pomona Valley. The Silver Streak is a high frequency community connector traveling between Montclair and Downtown Los Angeles 24 hours a day, 7 days a week and was designed to reduce travel time one-way by 30 minutes. In the 3 months that Silver Streak has been in service, it has met and surpassed this goal. During the first two weeks of service, free rides were offered to the customers to test drive the service.

Since implementation, the Silver Streak has been averaging 5,000, boardings per weekday. Initial projections anticipated a greater number of local customers using the Silver Streak than has actually occurred. However, there was a 6% ridership increase in all of the routes affected by Silver Streak. Line 480, which now provides only local service between Montclair and West Covina, has outpaced projections and productivity is at an all time high.

He further reported that they anticipated customer complaints when the Silver Streak was implemented. The first month they averaged 11 customer complaints, in April they averaged 9 and in May complaints reduced to 7.3 which is an indicator that as customers became more comfortable with the service the numbers decreased.

There have been no accidents with the Silver Streak service. Road call figures have been above standard averaging 15,000 - 21,000 miles between mechanical road calls and Schedule adherence is well above the target of 90% (90.4 %).

One of the major policies implemented with this route was to permit passengers to board through the 2nd and 3rd doors of the bus in order to reduce customer standing time. To prevent the threat of fraud, Transit Safety Officers ride the bus at random times throughout the day. Currently, there has been 6 violations over a 3 month period and an average of approximately 40 warnings per month.

The free WiFi usage has been a positive benefit for the Silver Streak service and its customers. On average, 600 passengers utilize the free service each month. Overall the Silver Streak service is operating extremely well, and will increase its frequency of buses during peak times by 10 minutes beginning September 2007 due to increased ridership demands. In response to Member Fasana's concern regarding the standing problem from El Monte to Downtown L.A., Mr. Kumar advised that the numbers of standing passengers/overcrowding have reduced considerably.

Mr. Kumar informed the Executive Board that the first comments/complaints came from customers from line 481 who had to walk approximately 500 feet to board Silver Streak. The other request and/or comments were to add more buses that operate more frequently.

The Executive Board received and filed the update on the Silver Streak

Motion: Member De La Torre, seconded by Member Storing
Vote: Unanimously carried

FIFTEEN YEAR FINANCIAL PLAN

Richard Hasenohrl, Director of Finance, reported that developing the 15-Year Financial Plan has been one of the biggest challenges due to the uncertainty in the availability of local funding and the uncertainty on how local funds will be allocated. During Fiscal Year's 2005 to 2007, Foothill Transit experienced a decrease of \$3 million - \$4 million in annual funding allocated by the Formula Allocation Procedure (FAP) while total regional funding increased by more than seven percent annually. This was due to Foothill Transit's Fiscal Year 2006 fare increases that included an increased base fare. Other factors that had an impact on FAP were independent actions of various transit systems and the way that each transit system's operating variables have changed the FAP allocation. The Metro Board has directed that the FAP be updated, but it is unclear how the FAP will be updated, when the FAP will be updated, and what impact this update will have on Foothill transit's overall funding.

The current proposed plan includes the use of \$4 million dollars per year of Federal funds for bus maintenance expenses. This change only offsets the large decrease in local funding allocated through the regional Formula Allocation Procedure. Foothill Transit has sufficient operating resources through Fiscal Year 2008 before needing to draw on reserves which will extend the agency's operations through Fiscal Year 2011.

The shortage of local funding for operations in addition to the continued shortage of local matching funds for Federal Capital Purchase are major concerns. Sufficient local matching funds will only be available if Metro continues the Municipal Operator Service Improvement Program (MOSIP) or provides other funding to replace MOSIP. Without the continuation or replacement of these funds, Foothill Transit will not be able to utilize Federal Capital Grants. In Fiscal Year 2008, Foothill Transit will encumber a \$5 to \$7 million dollar deficit. Proposition 1B, the statewide bond measure that was approved by voters last fall, will be available to the region and to Foothill Transit. These state dollars could be used to match Federal grants, however the allocation process for Proposition 1B bonds are still under discussion.

Member Fasana acknowledged Foothill Transit will likely have to raise fares and research other revenue services. Executive Director Barnes added that a budget deficit in Fiscal Year 2009 is inevitable.

The Executive Board received and filed the Foothill Transit the 15-Year Financial Plan.

Motion: Member De La Torre, seconded by Member Storing
Vote: Unanimously carried

CAPITAL IMPROVEMENTS AND LEASE FOR CLAREMONT TRANSIT STORE

Executive Director Barnes reported Foothill Transit has operated a transit store for approximately 11 years with the City of Claremont in the historic train depot. Under the terms of the lease, the City provides space at no cost to Foothill Transit for the transit store and utilities, with the exception of telecommunications. Foothill Transit's obligation is to provide staff and telecommunication services. Claremont City staff has indicated their interested in continuing this arrangement. However, the city would like to be able to make use of the portions of the depot that have been unused for the past decade. City staff has a tenant that would like to incorporate a small café and convenient store into the depot. With this addition, the size of the Foothill Transit Store would be reduced. City staff stated that the continuing presence of a transit store is an important element in their overall goals for the depot.

The current lease has expired and a new lease must be negotiated. Claremont is willing to enter into another agreement with Foothill Transit which would be similar to the current agreement. The City would provide the space at no cost to Foothill Transit and would provide basic utilities. Foothill Transit would provide the staffing for the store and would provide telecommunication services. In addition, Foothill Transit would provide the funding for the necessary capital improvements to the space that the store would occupy. Funding for these capital improvements have been included in the approved Fiscal Year 2008 business plan.

Foothill Transit has obtained the services of an architect to review the available space under this new arrangement. While the space is quite small, it could be designed to accommodate two staff members and would be fully secured. However, Foothill Transit would have a deficit in Fiscal Year 2009.

Member Fasana suggested coordinating with the City of Pomona and Claremont to provide staffing to offset phone calls. Executive Director Barnes advised Foothill Transit would be willing to approach Metro-Link to see if they would have and interest in a joint venture with Foothill Transit.

Christopher Veirs, Senior Redevelopment Planner, City of Claremont, requested Foothill Transit continue operating the Transit Store. He stated that it is a valued service to the community and he anticipates there will be an increase demand in the future because they will be opening their village expansion the next few months. It will increase downtown by 1/3rd in terms of office and retail space. There will be added service and office workers and it is anticipated that transit services will increase. Additionally, they

are partnering with Foothill Transit to construct the park and ride structure.

President Lantz stated that entering into a long term lease without financial stability should be addressed and considered and maybe leased out year to year rather than a 10 year lease. Vice President Delach stated that the City of Claremont should pay for build out costs rather than Foothill Transit and recommended that Foothill Transit not invest too much due to the financial circumstances looming.

Executive Director Barnes stated it is difficult to quantify the projection or value of the input of FAP and agreed to return to the Executive Board with more information.

Following discussion, the Executive Board unanimously approved to continue this item at its July 27, 2007 meeting.

Motion: Member Fasana, seconded by Member Storing
Vote: Unanimously carried

CONTRACT AMENDMENT – CONSTRUCTION GENERAL CONTRACTOR SERVICES FOR THE NEW ADMINISTRATIVE OFFICES

Bob Arthur, Director of Special Projects, reported that they are seeking approval for 10 Change Order Request's (COR) totaling \$45,690,00 related to various construction activities at Foothill Transit's Administrative Offices in West Covina.

In February 2007, the Executive Board authorized the Executive Director to approve future change orders related to unknown field conditions, city or county code conditions and /or field inspection requirements, and suspected errors and omissions in the project plans and specifications not-to-exceed a cumulative value of \$150,000. Since that date, the additional authority of the Executive Director has been exhausted. Nine of the COR's submitted should be considered an error or omission on the part of the architectural engineering and design team or a field condition as a result of city code regulations. He emphasized that every COR is thoroughly reviewed for fair market cost, relevance, and responsibility by the construction manager and legal counsel.

Because construction is nearly completed on this project, it is anticipated that contractors will submit additional COR's for review and approval. Mr. Arthur reminded the Executive Board that they have notified the contractor and the project architect that they intend to file claims against them related to project delay and other issues.

Vice President Delach stated that she does not agree with giving out more contract amendments until all outstanding issues are negotiated.

The Executive Board opted not to approve the award of (10) Change Order Requests (COR) totaling \$45,690.00 related to various construction activities at Foothill Transit's Administration Offices in West Covina until all outstanding issues are negotiated.

Motion: Member Delach, seconded by Member Lantz
Vote: Duly carried

RELOCATION OF THE DUARTE TRANSIT STORE

Executive Director Barnes reported that Foothill Transit has maintained a Transit Store in the City of Duarte for a number of years and that the current lease will expire in May 2008. The business complex's new management has approached Foothill Transit staff regarding immediate relocation of the store at their expense to another suite with the same square footage. The Duarte Transit Store continues to have the lowest sales of any other location, due in part to the proximity of this store to the Transit store at El Monte bus station. Mr. Barnes met with the Duarte City Manager and his staff to discuss these issues and other alternatives on ways for ticket sales and past communication to be made available to the community. Because of the financial issues and other details that need to be worked out, Executive Director Barnes advised not to go into a new lease. He suggested that at the direction of the Executive Board he would like to negotiate a 6 month option which would entail Foothill Transit moving into another space within the same building. Currently, it is not certain if the landlord will allow Foothill Transit to move at this time for 6 months.

Jan Llewellyn, Director of Operations, Foothill Family Services, requested the Executive Board consider their request for leasing space in the City of Duarte. She mentioned that many of their clients ride the bus and they live near the Foothill Transit location.

Lisa Chen, representative for landlord of the Duarte Park Plaza, informed the Executive Board that they will be adding more signage at the location to increase visibility. Ms. Chen stated that her client is concerned with the build-out and cost for Foothill Transit to move into another tenant space.

Member Fasana would prefer the Transit store remain in Duarte, but acknowledged it may be difficult to maintain financially. Member De La Torre suggested partnering with another agency at the Duarte location to lower the costs of maintaining the transit store.

Ms. Chen reported that space is available to relocate the Transit Store to another unit within the complex at a minimal cost and Foothill Transit could stay at the location until May 2008. Although the build-out would not be too expensive, exact figures are unknown.

Member Fasana suggested that staff research other options to transition the Duarte Transit Store or develop other alternatives.

Following discussion, the Executive Board unanimously approved to continue this item at its July 27, 2007 meeting.

Motion: Member Fasana, seconded by Member Storing
Vote: Unanimously carried

BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENT

On behalf of the Executive Board, President Lantz expressed her appreciation to the Foothill Transit staff for their efforts in being the driving force to accomplish the move to the new Foothill Transit Administrative office. President Lantz reported the City of Pomona has received complaints regarding the Metro-Link bus stop near Gerry Avenue. She requested staff to look into this and find out why the bus has been arriving late.

Although a lot of work remains to be completed, Executive Director Barnes was pleased that Foothill Transit has transitioned into the new administrative office.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:06 a.m.